Quick Guide for

Acer n20 Handheld

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Acer n20 Quick Guide
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NOTES

Record the serial number, purchase date, and place of purchase information in the space provided below. The serial number is recorded on the label affixed to your handheld. All correspondence concerning your unit should include the serial number and purchase information.

Acer n20 Handheld

S/N: _____

Purchase Date: _____

Place of Purchase: _____

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First things first

We would like to thank you for making Acer n20 your choice for your handheld needs. Your new sleek Acer n20 is a multi-functional tool packed with user-friendly features and high-performance applications designed to make organising work-related information and synchronising it with your personal activities a time-efficient task. We hope you enjoy using your Acer n20 as much as we enjoyed creating it for you.

Use your handheld to effectively manage information related to both business and personal tasks.

- Use the Microsoft® Pocket PC 2002 software to perform organising and computing tasks
- Synchronise the information on your computer with the information on your handheld using Microsoft® ActiveSync®
- Get connected to the Internet with the Microsoft® Pocket Internet Explorer
- Create an on-the-go backup file
- Expand your handheld's capabilities using either the built-in *Memory Stick* slot or the optional expansion sleeve
- Beam information to another IR-enabled device
- Communicate using the built-in wireless communication feature (applicable to the Acer n20w model only)
- Customise your handheld based on your personal requirements and preferences

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Your guides

To help you use your Acer n20, we have designed a set of guides:

For information on:	Refer to:
Programs on your handheld	The Acer n20 Handheld Manual. Bundled in the Acer n20 Handheld Companion CD, it provides online reference for using your handheld. The Acer n20 Handheld Help. To view Help, tap and then Help.
Programs on your handheld Additional programs that can be installed on your handheld	The Acer n20 Handheld Companion CD.
Connecting to and synchronising with your computer	The Just for Starters... poster. ActiveSync Help on your computer. To view Help, click Help and then Microsoft ActiveSync Help.
Last-minute updates and detailed technical information	The Read Me files. Located in the Microsoft ActiveSync folder on your computer and on the Acer n20 Handheld Companion CD.
Up-to-date information regarding your Acer n20	http://www.acer.com/

Taking care of your Acer n20

This section provides information on the following:

- Proper care and usage of your handheld
- Resetting your handheld

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Proper care and usage of your Acer n20

Your handheld's rugged and tough construction is designed to provide you with years of reliable and trouble-free service. Observing the following general maintenance procedures will help ensure this:

1. Take care not to scratch the screen of your handheld. Keep the screen clean. When working with your handheld, use the supplied stylus or plastic-tipped pens intended for use with touch-sensitive screens. Never use an actual pen or pencil or other sharp object on the screen surface.
2. Your handheld is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel buttons. In general, treat your handheld as you would a pocket calculator or other small electronic device.
3. Take care not to drop your handheld or subject it to any strong impact. Do not place your handheld in your back pocket; if you sit on it, you may damage it.
4. Protect your handheld from temperature extremes. For example, do not leave your handheld on the dashboard of a car on a hot day or on a day when temperatures are below the freezing point. Also, keep it away from heaters and other sources of heat.
5. Do not use or store your handheld in any location that is extremely dusty, damp or wet.
6. Use a soft, damp cloth to clean your handheld. If the surface of the screen becomes soiled, clean it with a soft cloth moistened with diluted window-cleaning solution.

Resetting your Acer n20

You may have to perform a reset if your handheld no longer responds to the buttons on the screen.

Performing a soft reset

A soft reset allows your handheld to get a fresh start, similar to rebooting a computer. All records and entries are retained after a soft reset.

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To perform a soft reset:

- Using the tip of your stylus, lightly press the reset button inside the hole on the rear panel of your handheld.

Performing a hard reset

A hard reset will erase all records and entries stored in your handheld. Never perform a hard reset unless a soft reset does not correct your problem. When you perform your next ActiveSync operation, you can restore any data that you previously synchronised to your computer. To perform a hard reset, do the following:

1 Detach the battery pack from your handheld.

Refer to "To uninstall the battery pack" on page 11 for instructions.

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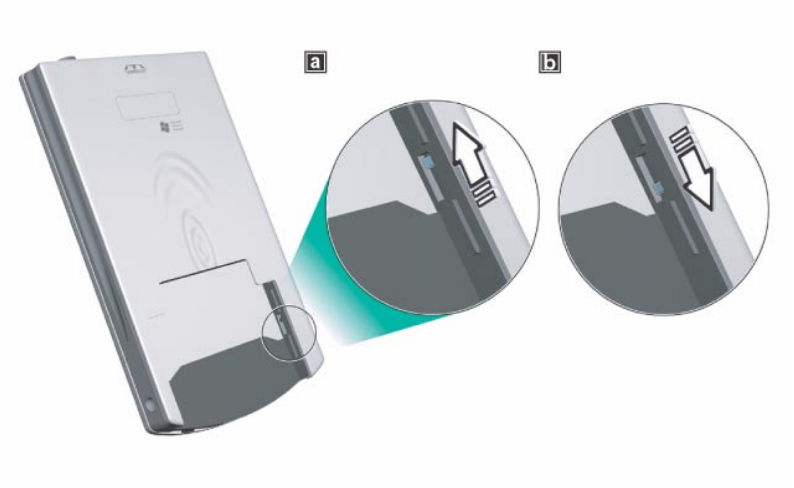
2 Slide up the hard reset switch located on the right side of the battery bay (**a**) then slide it down again (**b**).



3 After resetting your handheld, reinstall the battery pack in its bay.

Refer to "To install the battery pack" on page 10 for instructions.

NOTE: When you perform a hard reset, the current date and time are retained. Formats, preferences, and other settings are restored to their factory default settings.

Locking your Acer n20

Your handheld is not just a financial investment but a wealthy source of personal information, some of which may be confidential so it is only logical to protect it from any unauthorized access. The Security setting gives you the option of assigning a lock password that will be required to access your handheld after a set period of inactivity.

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To assign a lock password

1. Tap , Settings.
2. On the Personal tab, tap Password.
3. Select a password option.
   - Simple 4 digit password
   - Strong alphanumeric password
4. Define the period of inactivity before the lock password will be required for access.
5. Enter a password then retype it to confirm.

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1 Getting started

This chapter will discuss the following topics:

- Feature highlights of your Acer n20
- Acer n20 system tour
- Step-by-step procedures on how to prepare your handheld for use
- Basic concepts in using your Acer n20

Features summary

Performance

- Intel PXA250 Application Processor with Intel XScale technology
- System memory:
  - 64 MB SDRAM for application storage
  - 32 MB Flash ROM for operating system
- Microsoft® Pocket PC 2002 Premium with Microsoft®Outlook 2000

Display

- 3.8" Reflective TFT LCD (Thin Film Transistor Liquid Crystal Display)
- 240 x 320 resolution
- 16-bit or 64K colour support
- Microsoft® ClearType technology for clearer, crisper font display
- MediaQ graphics controller for enhanced graphics performance

Audio

- Embedded AC '97 CODEC with CD-quality stereo output
- Built-in industry standard 3.5 mm earphone jack
- Built-in microphone

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Connectivity

- 19-pin Acer Versatile Connector
- 100-pin expansion connector
- SIR (Standard Infrared) capability
- Wireless communication function using the built-in IEEE 802.11b WLAN adapter (applicable to the Acer n20w model only)

Expansion

- Integrated *Memory Stick*
- Acer Versatile Connector
- Expansion sleeve (optional, sold separately)
  - CompactFlash Type II slot
  - PC Card Type II slot
  - Standard USB host connector

Battery pack

- Removable and rechargeable Lithium polymer battery
  - Acer n20 - 1000 mAH capacity battery pack
  - Acer n20w - 2000 mAH capacity battery pack
- Operation time for normal usage
  - Acer n20 - 8 hours
  - Acer n20w - 15 hours

NOTE: Length of battery operation will depend on power consumption which in turn is based on system resources use. For example, constantly using the backlight or using power-demanding applications will shorten the length of battery operation.

- Charging time from empty to full capacity
  - Acer n20 - 4 hours
  - Acer n20w - 8 hours
- Built-in backup battery

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Design and ergonomics

- Stylish, light and thin design

Specifications	Acer n20	Acer n20w
Height	12.9 cm	12.9 cm
Width	7.9 cm	7.9 cm
Depth	1.29 cm	19.6 cm
Weight	180g	235g

- User-friendly navigation features
  - Scroll wheel for one-hand operation
  - Directional pad for multi-directional scrolling in various menus and applications
  - Quick buttons to easily launch commonly-used applications
  - Start button for one-tap access to all available applications
  - Hold switch lets you lock all buttons from being accidentally pressed when handheld is placed in pocket or in a bag.

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System tour

Front view

No.	Component	Description
1	Power button/ LED indicator	Press to turn on your handheld (LED lights up green) if it is off and returns to the last screen that was displayed and off if it is on. LED status description: • Flashing green - Charging handheld • Steady green - Charging is complete • Flashing red - Alarm indicator, email is received
2	Stylus holder	Secures the stylus to your handheld. To use the stylus, remove it from its holder and hold it the same way you hold a pen or pencil.
3	LCD touchscreen	Displays the applications and data stored in your handheld. It is touch-sensitive and responds to the stylus or your finger.

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No.	Component	Description
4	Quick button for Today	Displays the Today screen.
5	Quick button for Calendar	Activates the Calendar program.
6	Directional pad	Enables multi-directional scrolling in various menus and applications. Press the center of the pad on to simulate the function of the Enter key.
7	Quick button for Contacts	Activates the Contacts program.
8	Quick button for Inbox	Activates the Inbox program.
9	Microphone	Inputs audio into your handheld.
10	Internal speaker	Outputs sounds from your handheld.

NOTE: Refer to the Acer n20 Handheld Manual for instructions on how to reassign the hardware buttons to other applications installed on your handheld. If your handheld is turned off, pressing any Quick button turns on the handheld and opens the program assigned to that button.

Using the backlight

If lighting conditions make it difficult for you to see the information on your handheld, use the backlight to illuminate your screen.

You can change the backlight settings. Refer to the Acer n20 Handheld Manual for instructions.

To activate the backlight:

- Press the power button and hold it down for about two seconds. Release the button when the backlight turns on.

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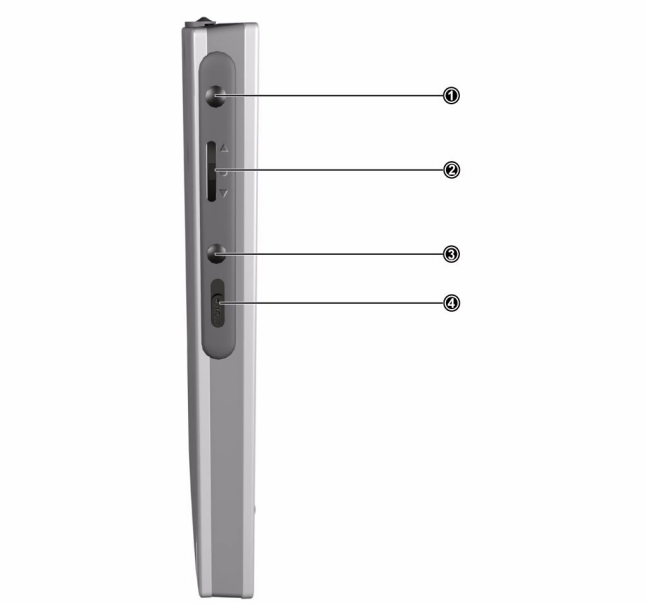
To turn off the backlight:

- Press the power button and hold it down for two seconds. Release the button when the backlight turns off.

Left view



No.	Component	Description
1	Record button	Activates the Microsoft® Pocket PC's Record program.
2	Scroll wheel ▲ ● ▼	Scroll one page up or down to display the text and other information that extends beyond the area of the LCD touchscreen.
3	Start hardware button	Hardware button to display the Start menu.
4	Hold switch	Slide to lock all buttons from being accidentally pressed when handheld is placed in pocket or in a bag.

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Top view

No.	Component	Description
1	*Memory Stick* slot	Accepts a *Memory Stick*, allowing you to add more memory, install add-on applications or use audio or text files stored in it for use with internal applications. You can also use it to back up data from your handheld.
2	Earphone jack	Connects to audio line-out devices (earphones/headphones).
3	Infrared (IR) port	Uses infrared technology to transmit and receive data from other IR-enabled devices.

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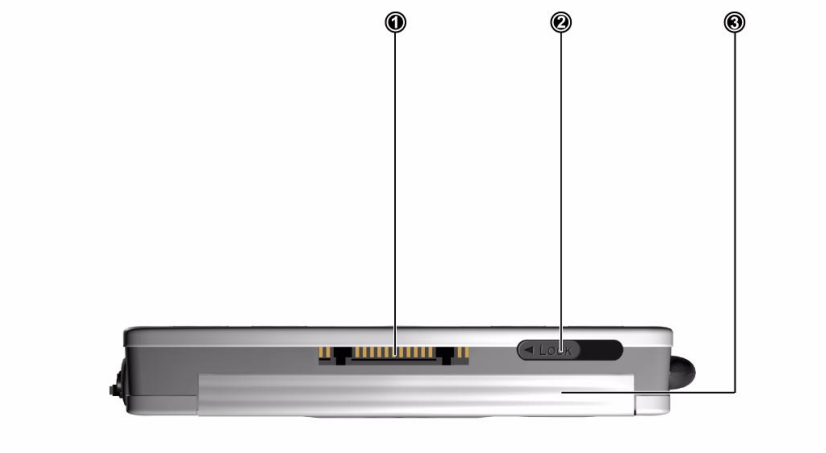
Bottom view



No.	Component	Description
1	Acer Versatile Connector	Connects your handheld to the cradle, which in turn connects to the back of your computer and through the AC adapter to the wall current. This allows you to recharge your handheld and perform an ActiveSync operation. You can also use it to connect peripheral hardware devices, such as an external keyboard, to your handheld.
2	Battery release switch	Unlatch to detach the removable battery pack from its bay.
3	Battery bay	Houses the handheld's battery pack.

Preparing to use your Acer n20

Perform first the following easy setup tasks to begin using your handheld:

- Install the Microsoft® ActiveSync® software in your computer
- Install the battery pack
- Connect the cradle
- Charge your handheld
- Set up your handheld

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- Perform the first ActiveSync operation

Installing the Microsoft® ActiveSync® software

The main function of the Microsoft® ActiveSync® software is to synchronise the information on your computer with the information on your handheld. Synchronisation compares the data on your handheld with your computer and updates the information on both locations. This will then served as a backup file in case something happens to your handheld.

The following instructions tells you how to install the ActiveSync® software.

Important installation notes

- Before installing ActiveSync, make sure that your handheld cradle is not yet connected to your computer. Connect the cradle only after you have finished installing ActiveSync.
- If you don't have Microsoft® Outlook® 98 installed, please install Microsoft® Outlook® 2000 now.
- It is recommended that users choosing to install Microsoft® Outlook 2000 from this CD do so before installing ActiveSync.
- Do not copy the ActiveSync files to your computer's hard disk. You must use the Acer n20 Handheld Companion CD to place the files in their proper locations and to decompress the files.

To install the Microsoft® ActiveSync® software

1. Exit any open programs, including those that run at startup, and disable any virus-scanning software.
2. Insert the Acer n20 Handheld Companion CD into the computer's CD-ROM drive.

   The CD's welcome page appears.
3. Click the animated forward icon to go to the next screen.
4. Click the Start Here tab on the right side of the screen.
5. Read the instructions and installation notes indicated on the Start Here screen.

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6 Click the buttons on the left pane to install each of the individual applications.

- Outlook 2000 (recommended)
- ActiveSync® 3.5

After installation, the ActiveSync icon will appear on your computer's system tray (on the lower right-hand corner of the screen).

Refer to the ActiveSync software online Help for information on how to use the software. If at any time, you would like to restart this setup program, simply re-insert the CD into the CD-ROM drive.

Installing the battery pack

Your handheld uses a removable and rechargeable Lithium polymer battery pack. Refer to the succeeding section for instructions on how to install the battery pack to your handheld.

To install the battery pack

1 Turn the handheld over to access its rear panel.

2 Check that the battery release switch is in the Unlock position.

3 Slide down the hard reset switch located on the right side of the battery bay.

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IMPORTANT: You will only need to slide down the hard reset switch for the initial installation of the battery pack. There is no need to use this switch for subsequent battery pack reinstallation unless you intend to perform a hard reset. For more information on performing a hard reset, refer to page viii.

4 Insert the battery pack into the battery bay (**a**), then slide the battery release switch to Lock position (**b**).

To uninstall the battery pack

1 Turn the handheld over to access its rear panel.

2 Slide the battery release switch to the Unlock position (**a**), then pull out the battery pack from its bay (**b**).

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IMPORTANT: Do not remove the battery pack for more than 30 minutes, unless you intend to use the expansion sleeve, otherwise you risk losing all data on the internal memory of your handheld.

Connecting the cradle

The cradle that comes with your handheld enables you to charge your handheld as well as synchronise the information on your handheld with those in your computer using ActiveSync technology.

To connect the cradle

1 Connect the AC adapter cord to the power socket at the back of the cradle.

2 Plug the AC adapter into any AC current outlet.

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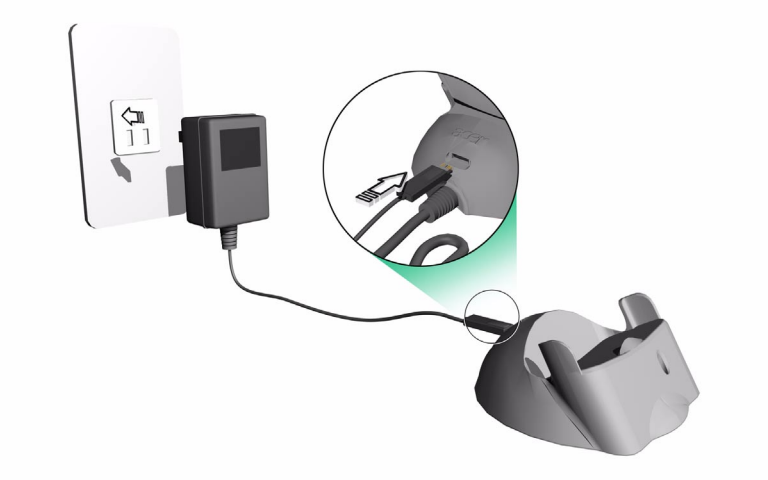

Charging your Acer n20

For initial use, you need to charge your handheld for three hours. After that, you can charge it for a few minutes each day to recharge the battery to full capacity. Normally, you can use your handheld for eight straight hours of operation before you need to recharge the battery.

To charge your handheld

You use the cradle to charge your handheld.

Connect the AC adapter connector to the power socket at the back of the cradle, then plug the other end of the AC adapter into any AC current outlet.

Insert your handheld into the cradle. The bottom edge of your handheld should align smoothly with the cradle when it is inserted properly.

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LED status during charging:

- Charging: Flashing green
- Charging complete: Steady green

If the battery level becomes low in the course of normal use, a status icon appears on the handheld screen indicating low or very low battery status (refer to "Status icons" on page 18). Perform an ActiveSync operation to back up your data, then recharge the battery.

If your handheld shuts down (i.e., battery is completely drained out) you have about 30 minutes to recharge the battery before you lose all data on your handheld's internal memory.

The battery pack is removable. Refer to the succeeding section for instructions on how to remove it from the battery bay.

NOTE: You have the option to purchase a spare battery pack for your handheld.

Setting up your Acer n20

After you have initially charged your handheld for three hours, you can now set it up for use. Refer to the instructions below.

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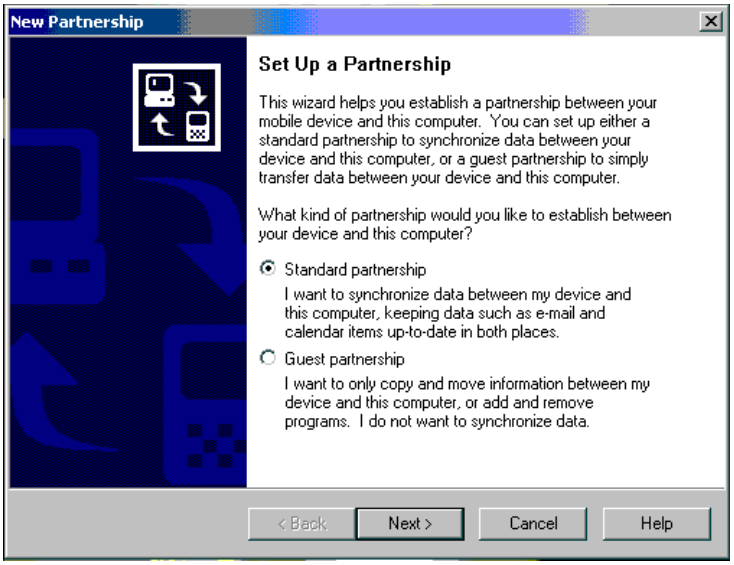
To set up your handheld

1 Turn on your handheld by pressing the power button on the front panel.

2 Follow the onscreen instructions to set up your handheld.

Performing the first synchronisation process

After completing the setup procedures you can now perform the first ActiveSync operation with the help of the 'New Partnership' setup wizard.


New Partnership
Set Up a Partnership
This wizard helps you establish a partnership between your mobile device and this computer. You can set up either a standard partnership to synchronize data between your device and this computer, or a guest partnership to simply transfer data between your device and this computer.
What kind of partnership would you like to establish between your device and this computer?
Standard partnership
I want to synchronize data between my device and this computer, keeping data such as e-mail and calendar items up-to-date in both places.
Guest partnership
I want to only copy and move information between my device and this computer, or add and remove programs. I do not want to synchronize data.
< Back
Next >
Cancel
Help

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This wizard will help you:

- Set up a partnership so you can synchronise information between your handheld and your computer
- Customise your synchronisation settings

To perform the first synchronisation process

1 Connect the cradle.

For instructions, refer to page 12.

2 Insert your handheld in the cradle.

The bottom edge of your handheld should align smoothly with the cradle when it is inserted properly.

3 Plug the cradle's USB connector into a USB port on your computer.

The 'New Partnership' setup wizard will automatically start on your computer screen.

NOTE: If the wizard does not automatically appear, launch ActiveSync on your computer by clicking on its icon from *Start* > *Programs*.

4 Follow the onscreen instructions.

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The first synchronisation process will automatically begin when you finish using the wizard.

After your first synchronisation, take a look at Calendar, Contacts, and Tasks on your handheld. You'll notice that information you've stored in Microsoft Outlook on your computer has been copied to your handheld, and you didn't have to type a word. Disconnect your handheld from your computer and you're ready to go!

NOTE: If you have a wireless LAN card, you can synchronise remotely from your handheld. For the Acer n20w model, you can use the built-in IEEE 802.11b WLAN adapter.

Command interface

Hardware buttons and the stylus

Your handheld has hardware buttons that control actions and scroll functions, and a stylus for selecting items and entering information.

On your handheld, the stylus replaces the mouse.

- Tap. Touch the screen once with the stylus to open items and select options.
- Drag. Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- Tap and hold. Tap and hold the stylus on an item to see a list of actions available for that item. On the pop-up menu that appears, tap the action you want to perform.

Today screen

When you turn on your handheld for the first time each day (or after 4 hours of inactivity), you'll see the Today screen. You can also display it by tapping and then Today. On the Today screen, you can see, at a glance, a list of important reminders for the day.

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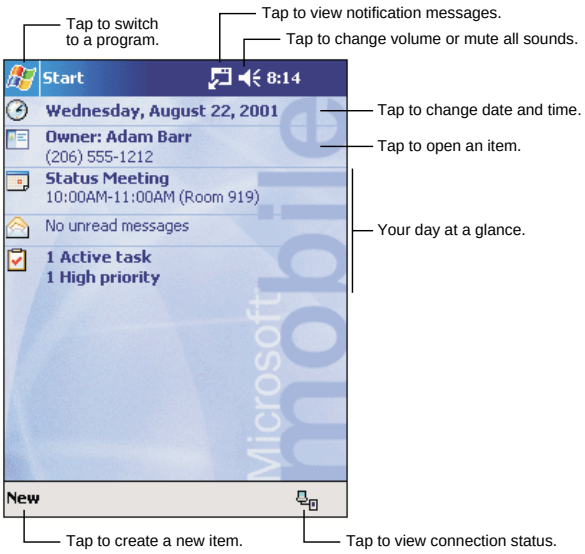

Status icons

Following are some of the status icons you may see.

Status icon	Description
	Turns all sounds on and off
	Backup battery is low
	Main battery is charging
	Main battery is low
	Main battery is very low
	Main battery is full
	Connection is active

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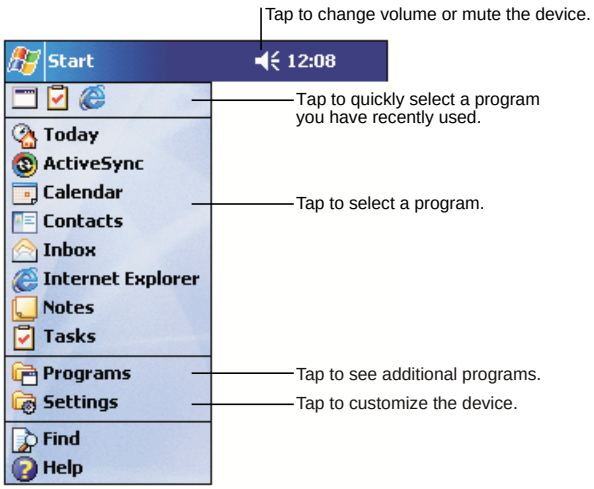
Status icon	Description
	Synchronisation is beginning or ending
	Synchronisation is occurring
	Notification[1] that one or more instant messages were received
	Notification that one or more email messages were received

[1] If more notification icons need to be displayed than there is room to display them, the Notification icon appears. Tap the icon to view all notification icons.

Navigation bar and command bar

The navigation bar is located at the top of the screen. It displays the active program and current time, and allows you to switch to other programs and close screens.



Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menu names, buttons, and the Input Panel button.

- To create a new item in the current program, tap New.

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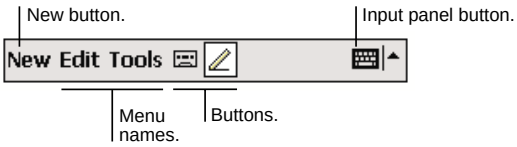
- To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.

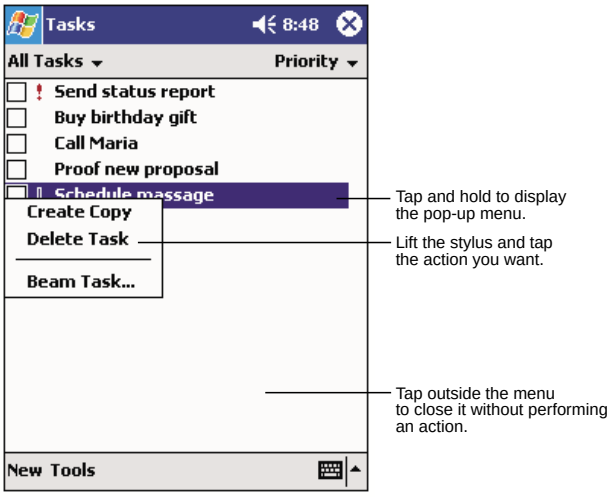


Pop-up menus

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the Contact list to quickly delete a contact, make a copy of a contact, or send an email message to a contact. The actions in the pop-up menus vary from program to program.

To access a pop-up menu:

1. Tap and hold the stylus on the item that you want to perform the action on.
2. When the menu appears, lift the stylus, then do any of the following:
   - Tap the action you want to perform.
   - Tap anywhere outside the menu to close the menu without performing an action.



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Notifications

Your handheld reminds you in a variety of ways when you have something to do. For example, if you've set up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, you'll be notified in any of the following ways:

- A message box appears on the screen.
- A sound, which you can specify, is played.
- The LED indicator on the front panel of your handheld flashes red.

To choose reminder types and sounds for your handheld, tap and then Settings. In the Personal tab, tap Sounds & Notifications. The options you choose here are applied globally in your handheld.

Customising your Acer n20

You can customise your handheld based on your personal requirements and preferences as well as depending on your usual work modes. Customise your handheld by doing either of the following:

- Adjust the handheld settings
- Add or remove programs

Adjusting handheld settings

You can adjust the settings of your handheld to suit the way you work.

To access Settings

- Tap , then Settings.
  Tap an available Settings option to open the corresponding adjustment page.

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The Settings window has three tabs—Personal, System, and Connections, each of which has its own set of options.

Setting	Description
Personal	
Buttons	Assign your favorite programs to any of the Quick buttons.
Input	Select an input method, options for word completion and other related settings.
Menus	Customise what appears on the menu, and enable a pop-up menu from the New button.
Owner Information	Enter your personal information and customise text display when handheld is turned on.
Password	Set a password to prevent unauthorized access to your handheld.
Sounds & Notification	Select the types of action you want to hear sounds for and define how you want to be notified about different events.
Today	Customise the look and the information that is displayed on the Today screen.
System	
About	Displays your handheld's version and copyright information; includes an option to define a device ID.
Backlight	Define settings for backlight control.
Clock	Change the time or set alarms.
Memory	Adjust allocation of storage and main memory.
Microphone	Enable or disable the AGC (Automatic Gain Control) function—volume control when making an audio recording.
Power	Define settings to minimise power consumption.

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Setting	Description
Regional Settings	Set default number and time display formats and other related options.
Remove Programs	Remove programs from storage memory.
Screen	Align screen and enable the ClearType feature.
Connections	
AvantGo Connect	Set server settings and related options for AvantGo.
Beam	Define settings for the beam function.
Connections	Adjust settings for connecting to the Internet or to a local network.
Network Adapters	Select your handheld's network adapter and set its properties.

For detailed instructions on setting preferences for your handheld, access the Settings page by tapping then Help.

Adding and removing programs

Programs bundled with your handheld at the factory are stored in ROM (read-only memory). You cannot remove these programs, and you'll never accidentally lose ROM contents. ROM programs can be updated using special installation programs with a *.xip extension. All other programs and data files installed to your handheld after factory installation are stored in RAM (random access memory).

You can install any program created for your handheld, as long as it has enough memory. The most popular place to find software for your handheld is on the Pocket PC Web site (http://www.microsoft.com/mobile/pocketpc/).

You could add programs to your handheld either by using ActiveSync or by downloading the program from the Internet.

For detailed instructions on how to add or remove programs, refer to the Acer n20 Handheld Manual.

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Expansion features

The slim and lightweight design of your Acer n20 belies the impressive expansion features that it is capable of. These expansion features includes the following:

- Integrated *Memory Stick* slot
- Acer Versatile Connector
- Expansion sleeve (optional)

  For more information on using the expansion sleeve, refer to the Acer n20 Handheld Manual.

These expansion features allow you to install additional applications, increase system memory, perform backup procedures, use a variety of peripheral devices, and connect to the Internet or to a network.

NOTE: In using any peripheral device with your handheld, refer to the documentation that accompany each device for information on how to install and operate it.

Using a *Memory Stick*

On the top of your handheld is a *Memory Stick* slot. This allows you to expand your handheld memory and perform data backup.

Refer to "Top view" on page 7 for the location of the *Memory Stick* slot.

To insert a *Memory Stick*

1 Hold your handheld securely.

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2 Insert the *Memory Stick* into the *Memory Stick* slot.

3 Push the card into the slot using your finger until you feel the card lock and hear an audible system sound; this will signal that the card is already properly seated within the slot.

To remove a *Memory Stick*

1 Hold your handheld securely.

2 Release the card from the slot by using your thumb to push against the top of the card, as if you were pushing it further into the slot (**a**). An audible system sound will signal that the card has been released.

3 Gently remove the card from the slot (**b**).

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Acer Versatile Connector

Acer has adopted the use of a standard connector interface—the Acer Versatile Connector, on all its handheld product line. This interface allows you to easily attach and use such peripheral hardware devices as a modem, a portable keyboard or a Global Positioning System (GPS) receiver. You can also use the Versatile Connector to take advantage of the existing line of accessories available for the Acer s10 handheld series including the Travel Charger and the USB Sync Charge Cable.

Refer to "Front view" on page 4 for the location of the Acer Versatile Connector.

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2 Entering data in your Acer n20

You can enter data into your handheld in several ways:

- Use the input panel.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your handheld's microphone to record a message.
- In Inbox or MSN Messenger, use the My Text function
- Use Microsoft® ActiveSync® to synchronise or copy information from your computer to your handheld.

  For instructions on using Microsoft® ActiveSync® to enter data into your handheld, refer to the Acer n20 Handheld Manual.

Using the input panel

Use the input panel to enter information in any program on your handheld. You can either type using the soft keyboard or write using Letter Recognizer, Block Recognizer, or Transcriber. In either case, the characters appear as typed text on the screen.

NOTE: Transcriber is available only for the English and European Acer n20 models.

To show or hide the input panel

1 Tap the Input Panel button.

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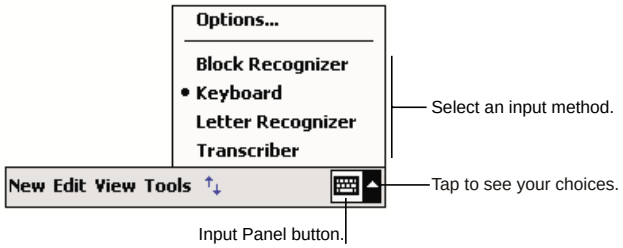
2 Tap the arrow next to the Input Panel button to see your choices.



For more detailed instructions on how to use the Letter Recognizer, Block Recognizer, or Transcriber to input data into your handheld, refer to the Acer n20 Handheld Manual.

Writing on the screen

In any program that accepts writing, such as the Notes program, and in the Notes tab of Calendar, Contacts, and Tasks, you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you've written and convert the information to text at a later time.

To write on the screen

- Tap the Pen button to switch to writing mode. This action displays lines on the screen to help you write.

NOTE: Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.

For instructions on how to select, edit, and convert written text, refer to the Acer n20 Handheld Manual.

Drawing on the screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited.

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For example, selected drawings can be resized, while writing cannot.

To create a drawing

1 Cross three ruled lines on your first stroke.

A drawing box appears.

2 Subsequent strokes in or touching the drawing box become part of the drawing.

Drawings that do not cross three ruled lines will be treated as writing.

TIP: You may want to change the zoom level so that you can more easily work on or view your drawing. Tap Tools and then select a zoom level.

For instructions on how to select, edit, and resize a drawing refer to the Acer n20 Handheld Manual.

Recording a message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message.

- In Calendar, Tasks, and Contacts, you can include a recording in the Notes tab.
- In Notes, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first.
- In Inbox, you can add a recording to an email message.

To create a recording

1 Hold your handheld's microphone near your mouth or other source of sound.

NOTE: Refer to "Front view" on page 4 for the location of your handheld's microphone.

2 Start recording by doing either of the following:

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- Press and hold (do not release) the Record hardware button on the left side of your handheld until you hear a beep.
- Tap the Record button on the Recording toolbar.

3 Make your recording.

4 To stop recording:

- Recording via Record hardware button: Release the Record button. Two beeps will sound.
- Recording via the Record software button: Tap the Stop button on the Recording toolbar.

The new recording appears in the note list or as an embedded icon.

To play a recording

- Tap it in the list or tap its icon in the note.

Using My Text

When using Inbox or MSN Messenger, use My Text to quickly insert preset or frequently used messages into the text entry area.

To insert a My Text message

1 Tap My Text on the screen's command bar.

2 Tap a message.

NOTE: You can add text after inserting a My Text message before sending it.

To edit a My Text message

1 In the Tools menu, tap Edit and then tap My Text Messages.

2 Select the message you wish to edit and make the desired changes.

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